

Policy for First Aid

at

WESTON ALL SAINTS PRIMARY SCHOOL

Bath and Mendip Partnership Trust

Review Due: Sept 2021

Last review: Sept 2019

Any named persons in this policy are outlined below:

Name	Role
Dr Anne Bull	Executive Headteacher
Sarah Halls	Head of School
Sharon Badger	Head of School
Chris Reed	LSA
Janice Roberts	LSA
John Roberts	LSA
Nicky Stinchcombe	Teacher / LSA

1. Introduction

The Policy follows the guidance provided in the DFE 2014 document "Guidance on First Aid in Schools"

Rationale

- Weston All Saints Primary School (WASPS) undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.
- Responsibility for first aid is held by the Executive Headteacher or Head of school.
- The assessment of first aid needs is carried out in line with the 2014 DFE recommendations
- All staff have a statutory obligation to follow and co-operate with the requirements of this policy.
- Names of "First Aiders" are clearly identified around the school buildings. .
- Gloves should always be worn when treating a casualty

2. Aims and Objectives of Policy

Our first aid policy requirements are achieved by:

- Ensuring that there is a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid
- Ensuring the above provisions are clear and shared with all who may require them

The Governors and Executive Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school. The governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3. Main Body of Policy

A First Aider

- Takes charge when someone is injured or becomes ill;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Communicates closely with the class teacher or senior members of staff during any incident;
NB
- Class teachers and senior members of staff are not necessarily First Aiders and should not provide any first aid for which they have not been trained.
- Any adult in school has the authority to call an ambulance

See updated sheets of registered first aiders at all first aid points.

LIST OF SCHOOL FIRST AID TRAINED STAFF

Paediatric training for staff has been put in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school or on the premises.

Other responsibilities which are identified and delegated to these first aiders are

- to re-stock and inspect first aid kits.
- to record treatment given in an accident book
- to ensure that class teachers are aware of any injuries and treatment given

NB Large First aid kits are situated in the medical room close to the main school office.

Travel first aid kit and PE/sports kits are stored in Lower Street

Every year group area has a small first aid box to treat minor injuries and a year group accident book.

DESIGNATED FIRST AID TREATMENT AREAS

In compliance with The Education (School Premises) Regulations 1996, there are two medical rooms, one in Little WASPS and one in Upper WASPS. They are both situated close to the main office area.

First aid areas have the following facilities:

- First aid kits
- Chairs
- Access to a fridge with ice packs
- Recording sheets

FIRST AID DUTIES OF STAFF

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of an injury that is suspected could be serious
- In the event of any significant head injury (large swelling or significant deep cut to head)
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Where a person's breathing is compromised

NB. The RUH is the nearest hospital for any injury that causes concern but does not require an ambulance. EG a bump to the head with a lump but no loss of consciousness.

Induction programmes for new staff and trainee teachers are carried out to ensure that all staff are clear with procedures. The staff handbook also outlines policy procedure.

Use of accident/incident report forms

The school keeps a central log of all bumped head accident report forms. These forms are completed by the first aider immediately after first aid has been given. Before these are filed, Year group leaders or senior leaders consider the reports and decide on any further action required. The form is sent to the office to be put in the folder of Accident Records.

- NB. serious accidents/incidents should be reported verbally as quickly as possible.
- Each year group holds a log of all other accidents within that year group needing first aid treatment

Hygiene Procedures for Disposal of Body Fluids (Clinical waste management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as: "Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is a shared responsibility of the Executive Headteacher and the school site manager. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

RIDDOR will be informed :

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non-working days)
- An accident which requires admittance into hospital for an excess of 24 hours
- Death of an employee
- Major injury such as a fracture, amputation, dislocation of hip, shoulder, knee or spine
- For non-employees and pupils an accident will only be reported under RIDDOR:
- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury or
- it is an accident in school which requires immediate emergency medical treatment at hospital

NOTIFICATION OF PARENTS / CARERS

- If a pupil receives more than a minor cut or graze the accident should be reported to the parents and the pupil's class teacher.
- Bumps to the head suffered by all pupils must always be reported to the Executive Headteacher and to parents who should be given the choice whether or not to collect them from school.
- Where hospital treatment may be required but not in an emergency, the Executive Headteacher will ask the office staff to contact the parents in order for them to take over responsibility for the pupil.
- More serious accidents are reported to parents from the school office. Where the injury is an emergency, an ambulance will be called first.
- The Executive Headteacher, or in their absence one of the Heads of School or a member of SLT, will determine the sensible and reasonable action to take depending on the circumstances of each case.
- In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

FIRST AID OUT OF SCHOOL ON TRIPS OR RESIDENTIAL VISITS

In the event of children needing first aid on school trips:

- All staff have access to first aid packs and have mobile phones with them.
- The named first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by seeking professional advice
- Any accident or incident is reported back to the Executive Headteacher
- If children are sent home, they must be collected by a responsible adult.
- A member of staff should accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- Staff at breakfast club and the after school club centre will access first aid packs in Middle and Little WASPS

Residential Specific

- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are not to be administered to any child without written signed consent stating dose and frequency.
- In the event of a child being taken ill on the trip, a telephone call to their parent to gain consent will be sought and recorded

RECORD KEEPING

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump to head etc)
- Treatment provided and action taken

More serious incidents should be recorded according to the school health and safety policy

Serious accidents include all incidents where the casualty attended hospital and any meeting the criteria below:

- In the event of any significant head injury eg swelling or bump
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Any cut that requires stitches, gluing or professional medical attention

Administration of Medicine to Pupils

The school acknowledges that pupils may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury. The Executive Headteacher will ensure that medication is administered correctly provided that the parent(s) of the pupil adheres to the following safety guidelines: (See Supporting Pupils with Long Term Medical Conditions Policy)

- the school will administer medication in school provided a letter giving written permission and with full instructions regarding frequency and dosage etc. has been received
- Medication must be received by the school in the original, intact container or packaging. The pharmacy label should be clear and not obstructed in any way
- Medication should be brought to school by a responsible person. This person will, if possible, be the

parent. A written letter stating all information contained on the 'Administration of Medication to Pupils' form must also accompany the medication. We will only administer non-prescribed medicine if the specific matter has been discussed by the parent with the Principle First Aider in advance and she/he has agreed to its administration.

Arrangements for Pupils with particular medical conditions

- Parents are required to give details in writing and discuss with the School Office staff any long term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the school; has the necessary medication and that the appropriate information is recorded and held on record.
- Staff are given MEDI-ALERTS - lists of pupils with medical conditions who are in their class. These lists are kept on the inside of every teachers' store cupboard
- The kitchen staff have details of children with allergies attached to their photographs.
- Pupils suffering with asthma are required to have an in date inhaler/reliever in school.
- Pupils suffering with allergies who have been prescribed epi-pens are required to have in date epi-pens in school – one in the classroom and one in the first aid room. Piriton is also kept in school.

Communicable diseases

The school office should be informed immediately by parents if a child has been diagnosed with a communicable disease such as Chicken Pox or Measles. The school will then inform all parents as appropriate.

Return to school after illness

If a child is ill/unwell he/she should remain away from school until able to fully participate in the school day.

A child who has had diarrhoea or vomiting should not return to school until 48 hours have passed.

4. Publication of Information

5. Review of Policy

This policy will be reviewed annually. Next review date September 2021.